

## Minutes of Recreation Commission

Meeting Date July 16, 2018

**Call to Order:** Meeting was at the Camp Kiwanee Lodge Library. Call to order was at 6:04 pm.

**In Attendance:** Theresa Cocio, Diane Cohen, John Zucco, Brian Fruzzetti, Brian Smith, Joshua Wolff, Emma Mousette, and Lan Woodward.

**Also in Attendance:** Resident Joan Fruzzetti.

Lan Woodward, Administrative Assistant, will take the minutes.

This meeting is being audio recorded.

Melissa Scartissi was not in attendance.

### Approval of Minutes

Minutes to be approved and signed from Recreation Commission Meeting for 06.25.18.

Resident Joan Fruzzetti requested additional information to be added to minutes.

Minutes to be approved at next Recreation Commission meeting.

### Department Head Update(s)

#### Paddleboards

Joshua Wolff notified Recreation Commission that he was one enrollment shy of the minimum, there were 7 instead of 8.

Rideway had the idea of having a one day clinic at the price of \$50.00 for a one day 2 hour clinic on Thursday, July 19, 2018. Payment would be through the kayak company. This would have a minimum of 5 for the class. The original registers have the first option then it will be open to the public.

Joshua Wolff notified Recreation Commission that he would reach out to Mike at Rideway tomorrow.

Diane Cohen would like to see if there is a possible grant for paddleboards next year.

Recreation Commission discussion on Levitate out of Marshfield, MA for next year. They are more local.

Resident Joan Fruzzetti asked if the people that registered had paddleboards? Josh Wolff said he did not ask.

There is a Cove staff member that would do a class next year if we have paddleboards, possible rentals too.

#### Cornhole Tourney

Joshua Wolff spoke with managers at Venus and Meadowbrook and said both were willing to donate gift cards.

He has a meeting with Hanson AA next week and will be asking to use their cornhole sets.

Joshua Wolff also met with owners at Mike's Pizza and Damien's Pub to see if they could donate pizzas that we could sell.

Theresa Cocio said someone would need to be serv-safe.

The plan is September 16, 2018 12:00pm-4:00pm with music, concession, raffles, tourney itself.

Joshua Wolff has never run a tourney so unsure of cost of registering?

Recreation Commission discussion on age bracket. Discussion on alcohol. No alcohol at event.

Recreation Commission asked about prizes? Joshua Wolff said he was not sure. He put Red Sox tickets on flyer, but he does not have Red Sox tickets.

Discussion on having Tourney at Hanson AA.

Recreation Commission requested Joshua Wolff to contact them to see if they could possibly donate facility and to obtain further information on having at the location.

The benefit is for docks, we need prizes, grand prize, and plaque.

*Diane Cohen*  
*Theresa A. Cocio* *[Signature]* *[Signature]* *[Signature]*

**Verizon**

Joshua Wolff said there is no update. He checked to see what the download speed was and what other plans they have.

Lan Woodward distributed correspondence received from Verizon regarding price increase in plan.

**Bay Copy**

Joshua Wolff spoke to Bay Copy about combining plan with Town Hall. Town hall contract expires May 2020.

**Hanson Recreation Questionnaire Update**

No update as of this meeting.

Diane Cohen discussed possible Fishing Club/Learn to Fish Club. Kids could learn to fish at this program. Caretakers Colin Bain and Bill Johnston could help run this. Resident Max Woodward said he would donate fishing bait for the program. Discussion on supplying bait and rods and possible time of Saturday mornings.

Recreation Commission requested Joshua Wolff to put together plans on how this should run.

**Fan/Fridge/Lights/Stove/Woodman Terrace Update**

Joshua Wolff has nothing on this.

Diane Cohen has concerns regarding fans. She will reach out to Chris Fennessy.

Discussion on kitchen stove. The stove was looked at and Diane Cohen also spoke to the fire department.

Caterers have been having issues with it shutting off.

There are no replacement parts and it needs to be voted on to be declared as surplus or salvage so we can begin the process of purchasing a new stove.

Discussion on commercial stove and griddle. The stove is metal and would need to be disassembled after the busy season.

Recreation Commission Discussion on kitchen floor mixer to be declared as surplus or salvage.

Brian Smith asked if it was UL approved.

Joshua Wolff would like caretakers to light pilot. Discussion on safety concerns and also minors employed as caretakers.

Motion to declare existing kitchen stove as salvage by John Zucco.

2nd Brian Smith.

Vote 5-0.

Motion to declare freestanding commercial mixer if UL certified either surplus or salvage based on an electrician's assessment by Brian Smith.

2nd Brian Fruzzetti.

Vote 5-0.

Diane Cohen  

### **Movie Night**

Joshua Wolff found a company that was less expensive than the original \$395.00 for license. The company can provide a 6 month umbrella license for \$405.00. They would be selling the license, but not the file/movie.

Motion to approve \$405.00 to Motion Picture Licensing Company for 6 month umbrella license expiring January 2019 by Theresa Cocio.

2nd John Zucco.

Vote 5-0.

Emma Mousette is looking into a popcorn maker. Two prices researched:

\$499.00 12 oz Webstaraunt

\$274.00 at Walmart

Joshua Wolff discussed just using microwave popcorn.

Discussion on eventually purchasing pantry closet for equipment.

Emma Mousette also did research on hot dog machines. Two prices researched:

\$260.00 Home Depot

\$189.99 Webstaraunt

Brian Smith said he will look into replacement part for existing machine.

Motion to purchase a popcorn machine up to \$500.00 for Camp Kiwanee and Cranberry Cove by Fruzzetti.

2nd John Zucco.

Vote 5-0.

Discussion on cotton candy machine. Prices researched ranged from \$168.00-\$209.00. We will wait on this for now.

### **Halloween**

Joshua Wolff spoke to Maureen Twomey from Hanson Business Network. He passed along notes from their July 2nd meeting.

Diane Cohen asked if they would be decorating? Joshua Wolff said they would decorate around the cabins, but not sure how. He is not sure if businesses wanted to do a haunted house. He said the intent was a treasure hunt with businesses and theme would be freebies for the people such as candy and maybe different small stuff.

Diane Cohen feels the cabins should be decorated.

Discussion on scavenger hunt.

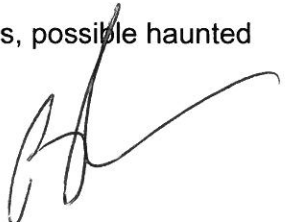
Joshua Wolff plans on attending their next meeting. He asked what compromise we are looking for? Lights, costumes?

It was decided at last meeting on decorations, Halloween themed. Joshua Wolff said it would be about the whole experience.

Would businesses be strictly South End?

Brian Fruzzetti asked Joshua Wolff to find out what businesses.

Diane Cohen emphasized that cabins would need to be decorated, costumes, possible haunted cabin tour.

*Diane Cohen By Lto* 

Emma Mousette suggested the idea of having cards issued to kids which could include stickers, stamps upon visits to each cabin and prizes.

Diane Cohen asked Joshua Wolff to summarize: decoration of cabins, inside as well, would it be entire South End? Age appropriate cabins.

Hopefully have solidified in August.

### **On Stage Performing Arts**

Joshua Wolff notified Recreation Commission that they were not planning on play.

### **Kayak Club**

Joshua Wolff is putting together a flyer for a weekly kayak club. Not instructional, just getting out on the water and meeting people on Tuesdays 4:00pm - 5:00pm..

You can bring own kayak or rent from Cranberry Cove at \$10.00 hour and they would be first come first serve..

Emma Mousette wanted to make sure they were to use lifejackets and if they were providing their own. Also that there would always be one kayak for lifeguard.

### **Newsletter**

Joshua Wolff thinks it has been doing well. 65% people that have subscribed have opened it. There are 250 contacts. He plans on sending one out every 3 weeks.

Discussion on the Hanson Library Newsletter. There's is excellent. Joshua Wolff said he would like to put something together like theirs.

Theresa Cocio asked the cost? Joshua Wolff said he would have to look into the pricing.

### **American Red Cross Blood Drive**

Joshua Wolff said he would need volunteers on 08.12.18 to help sign people in, recruitment. Discussion on volunteering. Joshua Wolff said he can volunteer.

### **Hanson PTO Polar Plunge**

Joshua Wolff is meeting with Hanson PTO on Wednesday regarding a Polar Plunge. He will get more details on Wednesday about it. He would need to coordinate with police and fire.

Recreation Commission requested Joshua Wolff to check with Fire Department if it would be required to have lifeguards.

Emma Mousette mentioned that any time anyone is on the beach there should be a lifeguard.

Would need date of event, 2 lifeguards, would PTO supply? They could pay lifeguards.

Diane Cohen request Joshua Wolff to speak to Meredith Marini regarding pay.

### **School Early Release Programming**

Joshua Wolff started planning stages of meeting vendors on pricing. He has a meeting with Old Colony YMCA on Thursday.

Nature Program

Enrichment Program

Brickz

Kids Community Cooking

Art Teacher

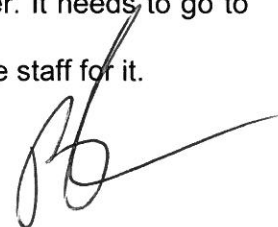
Teen Adv Group Grades 6-9

Fields Trips

Brian Smith asked what our role would be?

Theresa Cocio discussed end time at 4:15pm - 4:30pm. Time has to be later. It needs to go to broad spectrum of parents.

Joshua Wolff will get pricing. Companies would come here and he said to hire staff for it.



Diane Cohen feels Camp Kiwanee should be providing recreation and activities for citizens of Hanson.

Joshua Wolff would like to have more time to decide.

Recreation Commission recommended Joshua Wolff to research lists in surrounding towns and see what they have, do, locations, times. Check Rockland, Whitman, Hanover, Pembroke.

Joshua Wolff said if anyone sees something to send it to him, he only sees Summer stuff.

### **Overnight Cove Karate**

Joshua Wolff discussed an overnight Cove karate which would include black belt karate test for adults. The instructor is willing to pay for a cabin for the night. He would prefer a sandy area.

Recreation Commission discussion regarding event. Event would not work out.

### **Alarm Update**

Sounder Systems got the alarm up and running when it was down.

Chris Fennessy notified Diane Cohen that Flight services almost all of surrounding towns. It is a radio signal and assuring us the alarm system will not go down.

Flight can use the current equipment. It is a new monitoring company. If alarm goes down, they would handle firewatch. Their pricing is lower than Sounder.

Joshua Wolff informed Recreation Commission that there is currently no signal for the alarm system.

### **Cove Staff Pay Increase**

Joshua Wolff discussed pay increase for returning Cove Staff. He said they would be for 6 people, but he did not go about it the correct way.

Joshua Wolff said he discussed with Michael McCue a 2% raise effective after July 1st. He said Michael McCue gave a recommendation.

Emma Mousette notified Commission members that the printout was inaccurate.

Discussion on head lifeguard rate. This should be an established position next year.

Concerns that staff were not told what their pay rate was when hired.

Discussion on error and what Joshua Wolff discussed with staff.

Printout passed out to Recreation Commission is not current or accurate. Recreation Commission requested an updated revised list. They cannot vote based on printout.

Joshua Wolff stated he doesn't understand where the confusion comes from.

Brian Fruzzetti said there is a 2 part problem with the list. A current list is needed.

A current list of staff employees current and last year.

Joan Fruzzetti requested Emma Mousette to be able to double check.

### **New Business**

#### **Miscellaneous Correspondence**

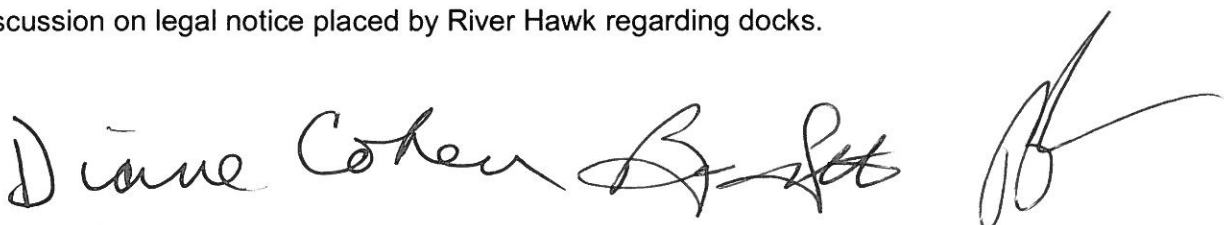
Hanson Conservation Commission allowing logs and/or stumps that have been or are being removed from Camp Kiwanee property to be placed in the pit area of Smitty's bog. The Commission appreciates the materials as they will be utilized in the restoration process.

Chris Fennessy is check to see if Highway can assist. The cost would be about \$2,000.00. The pilings would also be going.

Apple Corps. Cleaning cancelled their offer for cleaning services at Camp Kiwanee Lodge.

Brian Smith requested a copy of the correspondence from Apple.

Discussion on legal notice placed by River Hawk regarding docks.

The block contains two handwritten signatures. The first signature, on the left, is written in cursive and reads "Diane Cohen". The second signature, on the right, is also in cursive and appears to be "B. Smith".

**Cranberry Cove Hours**

Discussion on feedback received regarding Cranberry Cove being open from 12pm - 7pm.

Diane Cohen asked Recreation Commission if they was any objections for hours being placed back to 12pm - 7pm. It would be for Monday-Sunday and there would be 2 lifeguards from 6pm - 7pm.

Motion to extend Cranberry Cove hours 12pm - 7pm Monday - Sunday effective June 17, 2018 by John Zucco.

2nd Brian Fruzzetti.

Vote 4-0.

Theresa Cocio left meeting 8:00pm.

**Shannon Green 10.07.18 Event**

Shannon Green would like to cancel 10.07.18. She originally requested date change to 10.06.19. She then stated the cancellation and sent a letter regarding date and event to Recreation Commission for their review.

It stated there was no date to reschedule and that there was a medical issue and that there was no signed contract other a money order. She stated she was not informed of a non-cancellation term and that the money would be needed for personal health issues.

There is a lodge rental application which was signed as well as copies of checks for the bar permit fee and lodge rental deposit.

Recreation Commission decision of deposit being non-refundable. Request to send copies of all paperwork to renter certified mail for her records.

Motion regarding Shannon Green 10.07.18 event deposit being non-refundable by John Zucco.

2nd Brian Fruzzetti.

Vote 4-0.

**Churchill 06.30.18 Event**

Recreation Commission discussion regarding Monique Churchill Lodge Wedding 06.30.18 security deposit return. There were some burnout marks that were in front of the lodge in two separate places. Okay to return security deposit to Monique Churchill.

**Melanie Dorr 08.24.18 Event**

Recreation Commission discussion regarding Melanie Dorr Lodge Wedding 08.14.18 cancellation. Renter was notified she could reschedule up to one year of the event, but no refund on the deposit. Parent of renter sent an email along for Recreation Commission review.

The email asked if date could be changed to next year and if she could offer someone who was planning a wedding half price for their deposit. She would like to place an ad out in the paper.

Recreation Commission had concerns with this request and also with renter having name on event and also bar permit fee.

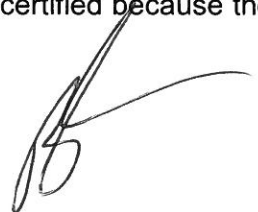
Recreation Commission decision to allow renter to have change the date up to one year, but no refund on deposit or ability to rent out so that deposit could be made back by renter. Non transferrable.

**Maeve McDonough-Lifeguard Refund**

Discussion on letter received regarding lifeguard refund for a lifeguarding class that had taken place in 2016. The employee did not get to take the final test and become certified because the person who was running the course left the position.

Emma Mousette will look into dates on another class being offered.

Diane Cohen 





**Marjorie Horrick/Jerdon-Daily Pass Price Reductions**

Recreation Commission reduced price approval for 2 customers at Cranberry Cove that requested Senior Citizens rate that was placed incorrectly on flyer and website. Names listed on cash receipts:

Marjorie Horrick and Jerdon

Motion approved reduced rate payment at Cranberry Cove at reduced Senior Citizen rate by John Zucco.

2nd Brian Smith.

Vote 4-0

**Box Top Pass Voucher(s) Issue**

Discussion on Box Top Voucher Issue with customer. Emma Mousette made sure it was taken care of.

**Swim Lessons-Unipay Removal/Day Pass-Unipay Issues**

Swim Lessons issue regarding 9:30am preschool class. The time and availability listed online was not updated to the actual availability. Emma Mousette worked with parent and got them into a class. Swim Lesson sign up and payment to be made at Cove.

There was also a day pass issue. The daily day pass revised on website.

**Firewatch**

There was an issue regarding the phone systems and alarm at the Lodge which occurred on Friday. There was no firewatch that evening. Rob O'Brien recommended that firewatch to be handled until phone system and alarm restored. This would mean dates for firewatch to occur would be July 6, 2018-July 10, 2018. Saturday firewatch handled by Diane Cohen after event was completed that evening. Sunday firewatch was coordinated by Lan Woodward and Diane Cohen with caretaker staff and evening handled by Emma Mousette. Monday firewatch and Tuesday firewatch were to be coordinated by Joshua Wolff. There was no firewatch completed on both evenings. Fire Department Chief Jerry Thompson did send a second email along stating his recommendation for a firewatch. It still was not completed.

Diane Cohen emphasized the importance of maintaining working relationships with other town departments. She said we will not be going against any requests from the Fire Department. If there is a recommendation, there needs to be a protocol and there should not be any type of disrespect to any departments including the Recreation Commission. This would include employee rolling eyes at current meeting.

Diane Cohen stressed that the Recreation Commission as a board would need to figure out protocol without disrespect. She asked if there were any suggestions regarding firewatch and said she is uncomfortable telling Fire Department it is only a recommendation as stated by Recreation Director for the reasoning of no coverage .

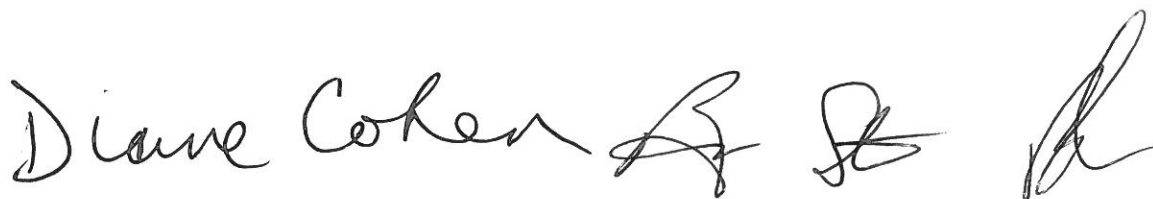
Joan Fruzzetti had concerns with no caretakers covering for the 2 days. She was notified that they were not asked.

Brian Fruzzetti noted that this should be a concern of the Recreation Director.

Protocol of caretakers covering first then Recreation Commission could then contribute.

**Bubble Program**

Joshua Wolff said the contact was on vacation this week.

The image shows four handwritten signatures in black ink. The first signature is clearly legible as "Diane Cohen". The other three signatures are more stylized and difficult to decipher, but appear to be initials or names of other individuals.

**Staff Meeting(s)**

Update on Caretaker Staff meeting. Discussion on increasing hours and Apple Cleaning not cleaning at the Lodge.

Discussion on high top cleaning. If any areas are not able to be completed, we can look into hiring a company that can handle this.

Update on Gatekeeper and Lifeguard meeting.

Gatekeepers had a refresher on receipt books and proper procedure.

Concern regarding Gatekeeper staff member that did not close shift properly and left early without notifying anyone.

Lifeguard meeting included update on procedures and lifeguard job description.

**Old Business****Facilities Manager Update**

Chris Fennessy not in attendance.

**Volunteering**

To be continued next meeting.

Lan Woodward does have sample printouts.

Joshua Wolff created a sample, but stated the office printer was not working.

Joan Fruzzetti mentioned that you can go to Channel 6 to add Camp Kiwanee events.

Diane Cohen requested Joshua Wolff to look into this and notify Recreation Commission.

**Booking Software**

Joshua Wolff said he is looking into it and will see what we can get for free.

John Zucco asked if Joshua Wolff has researched any camp software or what other companies are using, check Normandy Farms, Pine Hills, Ellis Haven.

Follow up at next Recreation Commission meeting.

**Website**

Website is up and running.

Cove Hours to be changed on this.

**Warrant Weekly Update**

Warrants passed along for Recreation Commission review.

It was decided to be reviewed at next Recreation Commission meeting.

One encumbered invoice for October Town Meeting. It was forwarded to Accounting for Land Planning, Inc.

Emma Mousette to submit reimbursement for payment of extra life jackets needed for annual group kayak rental. The Cove did not have amount required for the rental.

Diane Cohen asked for an update on outstanding South Shore Landscaping invoice. Joshua Wolff said there was no update. Diane Cohen requested Joshua Wolff to contact company so that invoice can be handled appropriately.

**Caretaker Weekly List of Items/Reports**

Discussion on dehumidifier for basement. Ed Hanlon suggested having one installed on wall.

Discussion on mattresses being placed in basement.

Discussion on sill work to be done.

Screening work in progress and window box for lodge.

**CPC Update**

Diane Cohen 





This can be removed from Agenda.

**Comcast Municipal Grants Follow Up**

Brian Smith updated Recreation Commission regarding Comcast. The project manager called Brian Smith and said he would do something different, maybe come down access road or Katydid Lane. Brian Smith will walk camp with them again.

**Security**

To be continued.

**Cove**

**Beach Director Update**

Update on Cardboard Boat Race. We can supply the supplies. Emma Mousette is still working on age bracket.

Update on Triathlon. She is waiting to hear back from Police Department regarding details. Date to be discussed.

Discussion on entrance, Emma Mousette said she was planning on doing price comparison, it would go towards Cove improvements, medals.

Update on Fun Day. Emma Mousette passed along Google Calendar printout.

Next Recreation Commission Meeting Monday, July 30, 2018 at 6:00 pm and August 13, 2018 at 6:00 pm.

Motion to Adjourn by Brian Fruzzetti.

2nd John Zucco.

Vote 4-0.

Meeting Adjourned 9:30 p.m.

Diane Cohen By 